



RIDGEWAY FARM CE ACADEMY

Primary Phase Admissions Policy 2023- 2024

Member of staff responsible	Head Teacher
Local Board responsible	Local Board
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1.0	October 2022	



Ridgeway Farm Church of England Academy

Primary Phase Admissions Policy 2023- 2024

Introduction

This document sets out the admission arrangements of Ridgeway Farm Church of England Academy. For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

Ethos Statement

Vision

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

Values

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

Introductory Statement

Ridgeway Farm Church of England Academy is a 4-11 Academy with a faith designation and a Christian religious ethos that is both distinctive and inclusive. Distinctive in the sense that all decisions about the nature and purpose of the Academy are taken through the lens of Christian values, inclusive in the sense that all students and staff are equally valued for their uniqueness in the eyes of God and their belonging to the school community.

Admission Numbers

The school has a published admission number (PAN) of **30** for entry in year Reception for 2023.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications are received than the published admission number(s) for the relevant year group



are received, the Academy Trust will offer places at Ridgeway Farm CE Academy to all that have applied on behalf of the school (up to the PAN number).

Application Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15th January**.
2. The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16th April** or the next working day.
3. Ridgeway Farm Church of England Academy has an admission number of **30** pupils for entry into Reception. The school will accordingly admit at least **30** each year if sufficient applications are received. All applicants will be admitted if **30** or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹¹ including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A "Looked After Child" (LAC) is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.
3. Proximity to the school with those living closest to the school having priority calculated by: If the school is oversubscribed within any of the listed categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings



for the child's home address and the school. Those living closer to the school will be given priority.

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Tie-breaker

1. Proximity to the school. We will measure the distance by a straight line. All straight line distances are calculated electronically using a geographical information system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date and before the [Admission Authority's] admission meeting will be placed last in the criteria in which they fall unless the [Admission Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria.

Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.



Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first **long** term after the beginning of the school year.

This will be maintained by the individual Academy and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with **the oversubscription criteria**. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

1. **Looked after child** - The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As

this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.



2. **Sibling** - Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

3. **Distance** - Proximity to the school with those living closest to the school having priority calculated by:

If the school is oversubscribed within any of the listed categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Head of School at Ridgeway Farm CE Academy, The Buffer, Purton, Wiltshire, SN5 4GT within **20 days** of the date of the letter refusing your child a place at the school for information on how to appeal.

Information on the timetable for the appeals process is on our website at www.ridgewayfarmcea.org

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child



Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Should be to Head of School at Ridgeway Farm CE Academy, The Buffer, Purton, Wiltshire, SN5 4GT



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'Let your light shine' (Matt 5:15)



Ridgeway Farm
CE Academy

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